



NEIGHBORHOOD ASSOCIATION MEETINGS

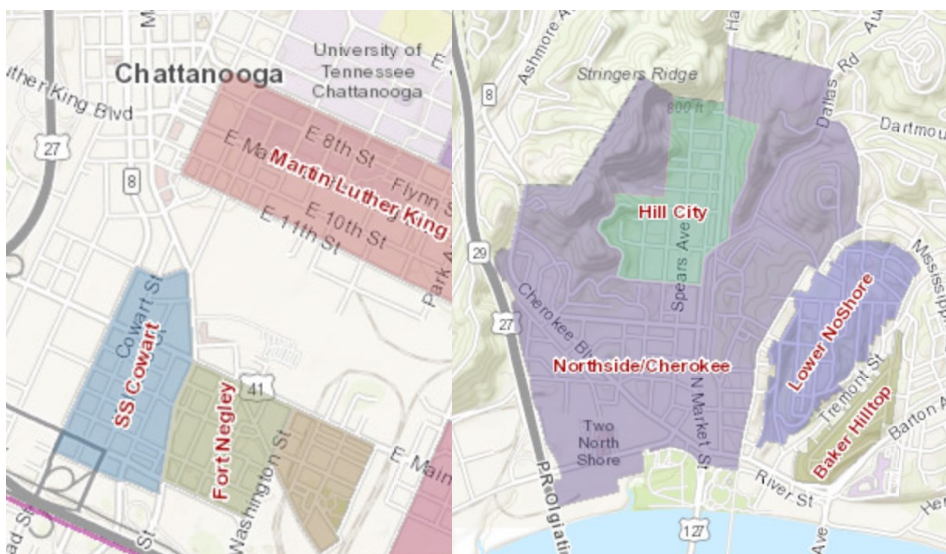
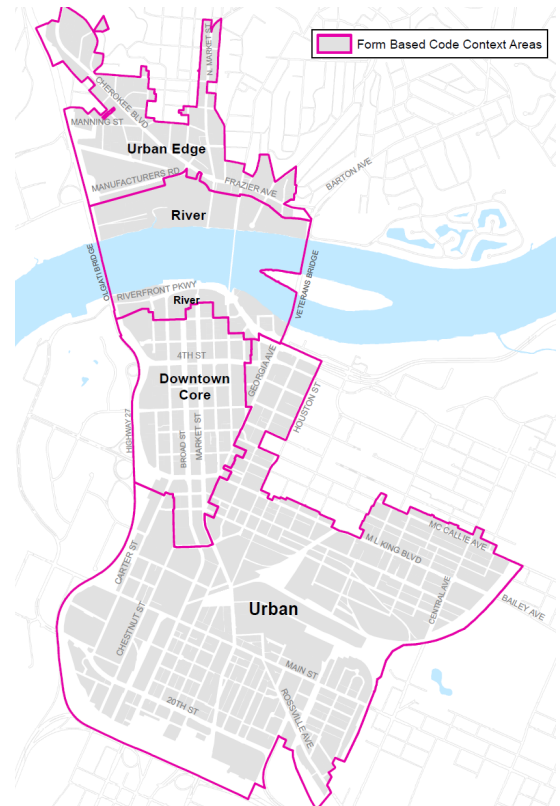
A guide to Form-Based Code Neighborhood Meeting Requirements

Why and when is a Neighborhood Association Meeting required?

A Neighborhood Association Meeting is a purely informational meeting for the Community so they may know more about a project and any variances it may require.

A meeting is required for every project located in the Form-Based Code boundary, except when:

- Residential project with less than 5 units
- Non-residential development less than 4,000sqft
- Projects that are not located within a Neighborhood or located within 300 feet of a Neighborhood boundary



Associations

- Martin Luther King
- Southside Cowart
- Fort Negley
- Jefferson Heights
- Hill City
- Northside Cherokee
- Lower Northshore
- Baker Hilltop



How do I know if my project is located inside or near an Association?

Visit our website to see Neighborhood Association contact information and a map of the Associations (with a measuring tool located in the upper right corner).

<http://www.chattanooga.gov/economic-community-development/neighborhood-services/neighborhood-associations2/directory-of-associations>

Determining the Association

After you have determined your project does not meet one of the exemption requirements, you will need to check to see if your project is in or within 300 feet of a Neighborhood Association. To determine, you may visit the City Website, call Neighborhood Services or the Development Review Planner.

Setting up a Meeting

To set up the meeting you can either choose to attend the Association's regular Neighborhood Meeting, or, you may set up a meeting of own. This meeting may be held at the site or another location.

If you choose to set up your own meeting, you will need to give notice 5+ days prior to the meeting. Set the meeting at a time of day when residents can easily attend (6-7pm is optimal). The Council Member for the district must be notified of the meeting, proof of this notification is required.

Holding the Meeting

When you hold the meeting have a sign-in sheet available. This will need to be turned in as proof of the meeting. If no one attends your meeting you will need to provide the Development Review Planner with correspondence proving you tried to hold a meeting and gave ample notice

What to bring

Site plan showing: the building footprint, transportation access, parking, dumpster location, sidewalks and landscaping

Building elevations when applicable

A written description of any variances being requested

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